

ADMINISTRATIVE - INTERNAL USE ONLY

C/HRPS-
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ROUTING AND RECORD SHEET

your copy

SUBJECT: (Optional)

FROM:

DD/PA&E
1006 Ames Building

EXTENSION

NO.

DATE

22 September 1981

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

RECEIVED

FORWARDED

1. EA/OP
5E58 Hqs.

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DD/OP

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D/OP

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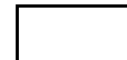
13.

14.

15.



As you requested, attached is a listing of significant accomplishments within PA&E since you took over as D/Pers.:



PA&E Significant Accomplishments

A. PMCD

1. Eight surveys were begun, negotiated and implemented.
(ORD, OTS/CEB, NPIC/NDP, ODP, NPIC/CIS, DCD, OPLA, & OIS)
2. Developed, coordinated and obtained D/PERS approval of 13 occupational standards. (OPs Support/Assistant, Intelligence Officer-Contact, Legislative Officer-Liaison, Cartographer, Attorney Advisor-General, Photogrametrist, Imagery Scientist, Training Assistant, Computer Systems Programmer, Computer Specialist, Information Control Clerk, Records Clerk, Informations Control Assistant). Expect to have D/Pers approval on 5 additional benchmarks prior to 30 September. (Transcriber, National Intelligence Tasking Officer (Imagery), Technical Ops Officer, Information Control Officer, and Archives Technician.)
3. Met with surveyed managers to enhance the survey process.
4. Modified the criteria of SIS non-managers to establish a dual track system in DD/S&T similar to that presently approved for NFAC.
5. Revised the handbook of Occupational Titles and Codes which is at P&PD for printing.

B. Information Division

1. Finalized procedures for the Full Time Equivalency System (FTE). Briefing about FTE system presented to Agency personnel and budget officers; Comptroller and staff; Deputy Directors, Office heads and Agency managers.
2. Limited distribution of automated biographic profile has been effected.
3. Prepared specification for the CENCO system.
4. Continued examination of systems to automate the OP file room.
5. Arranged support to the installation and operation of a new mini computer for PERSINUR and CAPER.

C. SIS

1. Revised SIS Booklet for SIS members.
2. Proposed, and the DDCI approved, the following revisions to the SODP:
 - a. Limit candidates to GS-15
 - b. Limit Succession Planning to GS-15

3. Proposed, and the DDCI approved, the following revisions to the Awards Program:

- a. Allocations to career services eliminating supplemental allocations.
 - b. Revised classes of awards from 5 to 3.
4. Prepared draft SIS regulation.
 5. Implemented SIS assignment procedure for DDCI approvals.
 6. Prepared DDCI guidance memos to Heads of Career Services and ICS for the FY-1981 Awards cycle.
 7. Prepared DDCI guidance to Heads of Career Services and ICS for the FY-1981 Senior Officer Development Planning and Submission of Succession Planning Lists.

D. HRPS

1. With DD/PA&E, prepared a report on a personnel planning system that was subsequently approved by DDCI.
2. Completed promotion planning projections for FY 82 and 83 for 5 career services and nearly two dozen major subgroups.
3. Modeling was used to assist DO review of ability to absorb anticipated numbers of CTs.
4. A new combined age/grade model was prepared to assist Commo in its planning.
5. A proposal was made to Comptroller for an addition to the Program Call that would build a bridge between program planning and manpower planning. This would involve use of an existing form to specify for changes in position level the occupational groupings and grades.
6. Extensive analytical and projection support provided to monitoring on-duty strength.
7. For R&P, analyzed recruitment needs by occupational group.

E. Policy and Programs Staff

1. Completed 17 briefing papers on CIAs Personnel Management System for the DDCI.
2. Completed the Performance Appraisal System survey, analyzed the findings and proposed certain changes to the DDCI.
3. Completed a study on the usage of the Uniform Precepts, analyzed the findings and suggested an action plan to the D/Pers.

4. Completed the Language Specialist Study and prepared implementing instructions to the Directorates regarding ceasing language use awards for language specialists.

5. During this period, 19 regulations were proposed, revised or published as were 21 notices. Continued normal review of legislation and executive orders.

6. Finished, defended and prepared instructions on implementing the Interim Overseas Differential.

7. Researched and prepared responses or proposals on a variety of subjects (such as GS-15 PAR schedule, annual promotion cycle, exceptions to boards and panel findings, spouse contract employment, administrative leave for boy scout activity, QSIs for state intégrees, rotational assignments, end-of-tour bonuses, and achievement award process).

8. Participated in the task force on testing policy.

9. Published two editions of the Policy and Programs / Staff Newsletter.

F. CIA Compensation Review

Prepared a proposal on a CIA Compensation review with a suggestion that a consultant be engaged to assist, which was approved by the DDCI, negotiated a task statement with the consulting firm, briefed both NSA and DIA on the overseas portion of the study, arranged clearances and completed other administrative details so that the consultants can begin their tasks by 1 October 1981.